



Steps for Becoming an Authorized User for the Educational Entity Master (EEM)

Obtaining access is a two-step process:

1. An individual must first request access to the application through his/her Single Sign-On (SSO) account.

1. Obtain
Single-Sign
on Account

2. Complete
Security
Agreement

3. Fax
Completed
Form to CEPI

Note: You will need a SSO account to complete the security agreement. If you do not already have a SSO account, you may register online at: <https://sso.state.mi.us/>

2. The individual's request for access must be approved by the district superintendent or chief administrator by submitting the appropriate security access form to CEPI.

Only when all steps have been completed and verified will access will be granted.

Requesting Permission through Your SSO Account

To request access to the application, log in to the SSO application and follow these steps:

1. To subscribe to an application, click on the "Subscribe to Applications" link in the bottom left-hand corner of the screen.
2. You will be taken to a new screen with drop-down menus. Select the agency which owns the application in the first drop-down and the desired application from the second drop-down.

SUBSCRIPTION

Please Select from the list

CEPI Select App

Select App

Educational Entity Master (EEM)
Michigan Student Data System (MSDS)

Next Back

3. The user will be then be taken to a subscription page for the particular application.
4. **A user with an existing MEIS account** for the application should request permission with his/her account information. Access will be granted matching what is assigned to the MEIS account. No new agreement will be required.

Existing SCM (MEIS) Users :

MEIS ID :

MEIS Password :

Subscribe w MEIS ID Reset

New Users:

Subscribe w/o MEIS ID

Back

New users for the application should click on the **Subscribe w/o MEIS ID** button. These users will also need to submit security agreement forms to CEPI. Access is not granted until the appropriate security agreement has been submitted to and verified by CEPI Customer Support.

5. Review information and click **OK**.

You will receive a confirmation message (both on the screen and in e-mail) stating your subscription request was submitted successfully. You will receive an e-mail message once access has been granted by CEPI staff.



Completing Your Access Agreement for the Educational Entity Master (EEM)

Please do not return the instruction pages with your security agreement.

This security agreement is designed so that you may complete the form on your computer by tabbing through the designated fields and typing the required information. If you do not have access to a computer, please print clearly on the form and only in the spaces provided.

The first step in completing your security agreement is indicating the entity for which you are selecting access.

Step 1: Enter the entity information for which you are requesting access.

1 Entity Name: Happy Valley School District 2 Entity Code: 12345

1. **Entity Name.** Enter the name of the entity to which you are requesting access. In most cases, this will be the name of the local education agency (LEA), intermediate school district (ISD), public school academy (PSA) or nonpublic school. If the access request is for a non-school recipient or PSA authorizing agency, enter the applicable name of the entity here as well.
2. **Entity Code.** Enter the entity code which corresponds to the entity to which you are requesting access. In the case of a district, this is the district code. In the case of a school or other entity, this is the building code.

Next, provide the name and contact information of the individual for whom you are requesting access.

Step 2: Enter the name of the designated individual whom the superintendent/PSA chief administrator authorizes to submit/edit the EEM data for the entity indicated above.

1 Requester Name: John Smith 2 Title: Administrator
3 Single Sign-On ID: smithj2000 4 Phone: (517) 888-4444

1. **Requester Name.** Enter the full name of the individual for whom you are requesting access.
2. **Title.** Enter the office title of the individual for whom you are requesting access.
3. **Single Sign-On ID.** Enter the Single Sign-On ID of the individual requesting access. This ID must match the ID that is requested through the application. The requester will be notified at the e-mail address provided in his/her SSO profile when his/her security agreement has been processed.
4. **Phone.** Enter the phone number where the person who is requesting access can be reached by customer support staff members in case questions regarding his/her access arise.

The next step is to select the role which the entity's authorized user will perform in the application. The specific functions an individual will have access to within the application are defined by his/her role. The following roles are available in the Educational Entity Master:

From the selection below, select the role(s) which this individual will perform in the EEM. Please see the accompanying documentation for a complete description of each role. Depending upon your entity type, your role may have slightly different permissions.		
Indicate Selection	Role Name	Role Description
<input type="checkbox"/>	Entity Authorized User	Add, modify, and close entities.
<input type="checkbox"/>	Uploader	Upload bulk data files. Individual must also be an authorized user to request this role. Entities may have only one individual with upload privileges.
<input type="checkbox"/>	Entity View Only User	View only rights for the entity indicated above.

Entity Authorized User: Users with this role will be able to add, modify, and close entities in the EEM.

- ISD district users will have the ability to modify entity characteristic data and to make add/close requests for the ISD district and any other entities for which s/he has edit privileges. In addition, s/he will have read-only access to all of the ISD's constituent LEA or PSA districts.
- LEA/PSA district and nonpublic users will be able to add, modify, and close child entities.
- PSA chartering agency users who require edit privileges for one or more of their academies will need to complete a security agreement for each required academy signed by the school board president of the entity.

Uploader: This role must be used in conjunction with the Entity Authorized User role and allows an individual to be able to upload data set files into the EEM to update entity data in bulk. This role is optional and is intended for larger-sized districts that need to modify multiple entities and choose to make those changes in bulk rather than manually. Districts may only have one individual assigned this role.

Entity View-Only User: Users will have view only access to the data for the requested entity.

- PSA chartering agency users will have the ability to view all the charter/public school academies they charter. It is not necessary for the chartering agency to obtain signatures for each of the individual academies. One agreement signed by the head of the authorizing agency is all that is required.

After roles have been selected, the individual requesting access must sign the form to acknowledge his/her request and to confirm his/her responsibility to protect his/her identification and password from improper use, e.g., sharing log in access with colleagues. Each user of the application should have his/her individual access.

Step 4: For the authorized individual: *Please sign below.*

I agree to protect my user identification and password from unauthorized use. I understand all access under my user ID is my responsibility.

John Smith

Signature of Individual to be Authorized

9/1/2008

Date

The name on the signature line must match the name provided on the requester name line. Otherwise, you will be requested to submit a revised agreement.

Next, the signature of the chief administrator of the entity is required to acknowledge that the individual indicated will be responsible for the entity's data submission. If the name and title are not provided or are illegible, the form cannot be processed and you will be required to make the necessary revisions.

Step 5: For the chief administrator of the entity: *Please sign below.*

I attest that the above-named individual is authorized by me to submit data to the Educational Entity Master for my district and that the data are current and accurate.

Happy Valley School District

Name of Entity

9/1/2008

Date

Jane Doe

Chief Administrator of Entity

Jane Doe, Superintendent

Name and Title

The **chief administrator of an entity** is an individual that has executive oversight and administration rights within an organization or educational entity. Depending on the type of entity to which access is requested, this title can differ among organizations:

- For LEA/ISD districts, this individual is the district superintendent. As part of the verification process, the name of the chief administrator is compared against the information currently listed in the EEM. If the names do not match, you will be requested to either update the EEM for your district or submit a revised request.
- For PSA districts, this individual is the chief administrator of the district.
- For PSA authorizing agencies, this individual is the head of the authorizing agency.
- For non-public entities, this individual is the top administrator for the entity. Examples of appropriate titles include principal of the non-public school, manager of the day-care center, etc.

Once completed with the necessary signatures, the form should be faxed to CEPI Customer Support at 517-335-0488. CEPI staff members will verify that a request has been submitted to the application and that the information provided on the security agreement matches the request. When verified, permission will be granted and the requester will be notified by e-mail.



Security Agreement to Access the Educational Entity Master (EEM)

Please type or print clearly; otherwise, the processing of your form may be delayed. Do not include the instruction pages when sending.

Step 1: Enter the information for the entity to which you are requesting access.

Entity Name: _____ Entity Code: _____

Step 2: Enter the name of the designated individual whom the chief administrator of the entity authorizes to submit/edit the EEM data for the entity indicated above.

Requester Name: _____ E-mail: _____

Single Sign-On ID: _____ Phone: _____

Step 3: From the selection below, select the role(s) which this individual will perform in the EEM. Please see the accompanying documentation for a complete description of each role. Depending upon your entity type, your role may have slightly different permissions.

Indicate Selection	Role Name	Role Description
<input type="checkbox"/>	Entity Authorized User	Add, modify, and close entities.
<input type="checkbox"/>	Uploader	Upload bulk data files. Individual must also be an authorized user to request this role. Entities may have only one individual with upload privileges.
<input type="checkbox"/>	Entity View Only User	View only rights for the entity indicated above.

Step 4: For the authorized individual: *Please sign below.*

I agree to protect my user identification and password from unauthorized use. I understand all access under my user ID is my responsibility.

Signature of Individual to be Authorized

Date

Step 5: For the chief administrator of the entity: *Please sign below.*

I attest that the above-named individual is authorized by me to submit data to the Educational Entity Master for my district and that the data are current and accurate.

Name of Entity

Date

Signature of Chief Administrator of Entity

Name and Title (Printed)

Step 6: Please fax this form to CEPI at: (517) 335-0488

E-mail questions to CEPI at: cepi@michigan.gov